



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



M. J. "MIKE FOSTER, JR.
GOVERNOR

V J. BELLA
STATE FIRE MARSHAL

MEMORANDUM

To: Licensed Fire Alarm Contractors
From: V. J. Bella
State Fire Marshal
Date: June 11, 2002

Re: Use of Exemption Request Forms

The use of the exemption request forms presently allows licensed contractors to perform minor fire alarm work and install locking systems with minimum plan review time. The use of these exemption request forms is also a privilege and may be rescinded if documented abuse occurs.

This office has recently determined that several contractor firms and/or their employees have abused the exemption request process (Required Fire Alarm, Non-Required fire Alarm, Access Control and Delayed Egress Locking Systems, and Special Locking Systems for Healthcare Occupancies). Therefore, in an effort to eliminate future exemption form misuse, this office implements the following policy to hold those contractors and individuals misusing the current system accountable for their actions. Abuses of the exemption request policy are listed and defined as follows:

1. **Attempting to install or replace a complete required fire alarm system:** Using an exemption request form to provide an operational fire alarm system required by code and circumventing the plan review process.
2. **Falsifying information:** To provide misleading or fraudulent information on the exemption request form.
3. **Submitting multiple copies of the same exemption request form:** Providing more than one copy of an original exemption request form in what appears to be an attempt to achieve a favorable reply.

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4. **Segmenting a plan review submittal into multiple exemption request forms:** Dividing a typical required fire alarm plan review submittal into more than one submittal in order to circumvent the plan review process.
5. **Delinquency of payment:** Not paying the exemption request "Fee" within 45 calendar days of original review.
6. **Delinquency of maintaining license:** Allowing the firm's or individual's State Fire Marshal License to lapse.

If this office determines that a fire protection contractor or burglar alarm contractor has abused the current policy, then that firm shall be subjected to the following:

1. **First Violation:** Suspension from the use of all exemption request forms for six months.
2. **Second Violation:** Suspension from the use of all exemption request forms for one year.
3. **Third Violation:** Indefinite suspension from use of all exemption request forms.

Although only one office/NICET qualifier maybe in violation of these requirements, all of that company's firms using that qualifier shall be considered as having violated the exemption request policy.

Additionally, firms or individuals found to have violated the exemption request process will be turned over to the Fire Marshal Licensing Section for possible administrative penalties.

This policy is necessary to prevent abuses of the current policy, to create a level playing field among all licensed contractors, and to protect the citizens of this state.

VJB/MLM/mlid

cc: Plan Review Staff
Inspections Division
Licensing Division